Long Beach Community College District

Job Title: POWER TOOLS LABORATORY TECHNICIAN

SUMMARY
Under the direction of the Art Department Head, maintains the effective operation of the Power Tools Room (Lab); assists instructional staff by providing instructional assistance to students in the safe and proper use of power tools and machinery for art sculpting and other applications; adjusts, maintains, and performs repairs to equipment in all departmental areas. Coordinates assigned tasks with Art Department Technician and monitor work study students in those areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Maintains and repairs equipment in the Power Tools Room; performs regularly scheduled machine maintenance and servicing.

Orders and replaces worn parts; maintains lab environment in a safe, clean and orderly condition.

Assists instructional staff by providing instructional assistance to students in the safe and proper use of tools and power equipment.

Coordinates with instructors to demonstrate the use of handtools and equipment operation, use of expendable supplies, and use of the Power Tools Room facility.

Prepares instructional materials for all department use.

Answers student questions and instructs students about art and sculpture construction and esthetics.

Executes carpentry, repairs and projects.

Adjusts, constructs, maintains and performs repairs to equipment and facilities in all departmental areas in coordination with the Art Department Technician and student assistants.

Determines needed supplies and equipment.

Requisitions, orders and receives and properly store equipment and supplies.

Maintains proper and current inventory and related records including repair lists and maintenance schedules.

Answers student questions and assist in demonstrating machinery, equipment and proper tool usage as requested.

Assists instructors in various tasks as applied to each department area (kiln firing, metal foundry and welding, etching press maintenance, etc.)

Issues supplies and equipment to students for use in lab projects.

Maintains storage and work areas in a clean, safe and orderly condition.
CONFERS WITH VENDORS TO COORDINATE EQUIPMENT PURCHASE AND GATHER INFORMATION ON EQUIPMENT AND TECHNICAL PROCESSES.

SUPERVISES OPEN LAB HOURS.

PERFORMS RELATED DUTIES AS REQUIRED.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Technical and specialized equipment, operation, maintenance and repair.
Health and safety practices and regulations and OSHA codes.
Principles of art, especially sculpture construction.
Construction skills in various materials (metal, wood, plastics).
Ceramic kiln firing procedures.
Managing a workshop.
Record-keeping techniques.
Basic computer operation.
Inventory methods and practices.
Sources of equipment, supplies, and repair.
Proper methods of storing equipment, materials and supplies.
Principles of training and providing work direction.
Interpersonal skills using tact, patience and courtesy.
Establishing and maintaining a budget.

ABILITY TO:
Operate and assist students with power tools and equipment used in the specific trades of carpentry, electrical, plumbing, metalsmithing, including soldering, welding and foundry procedures.
Instruct in safety procedures.
Repair and maintain a variety of lab equipment and machinery including major repairs and adjustments.
Assist in instruction, especially sculpture.
Provide information and assistance to students and staff.
Execute construction, repair work and sculpture.
Read, understand and apply sketches and plans.
Assure the care and security of assigned equipment, materials and supplies.
Operate a variety of specialized and technical equipment and machinery.
Be trained in unfamiliar technical procedures when appropriate.
Train and provide work direction to others.
Maintain records and prepare reports.
Understand and follow oral and written directions.
Work cooperatively with others.
Meet schedules and timelines.
Apply, explain and enforce policies, procedures and regulations.
Operate a computer and related software.

EDUCATION and/or EXPERIENCE
Any combination equivalent to: graduation from high school and three years training and experience to demonstrate the knowledge and abilities listed above. Formal training in art strongly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid California drivers license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and regularly works in inside environmental conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: March 7, 2000
Revised: April 1, 2003